

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

7 APR 1987

MEMORANDUM FOR: Chairman, Central Employees' Activity Fund

FROM:

Director of Training and Education

SUBJECT: Midcareer Course - 100th Running Celebration

1. We request that funds from the Central Employees' Activity Fund be approved for a reception honoring the alumni, speakers, and support personnel who participated in the 100 runnings of the Agency's Midcareer Course.

2. The reception will be held in the North Cafeteria on 5 May 1987. Current employees will be notified through an Employee Bulletin, and we are working with the Central Intelligence Retirees' Association to notify former employees. Special guests will include participants in Midcareer Course #1 and people who were long-time contributors to the course.

3. Although we do not know exactly how many people will attend, our current planning figure is about 700. The cost per person is \$4.50. We understand that the Fund cannot pay the entire amount and will ask attendees to pay the difference. We apologize for the short time frame, but we need to know as soon as possible if funds are available in order to issue the Employee Bulletin. Please give if you need further information.

APPROVED:

 Chairman, CEAF date